



**STATE PROCUREMENT OFFICE  
NOTICE OF REQUEST FOR EXEMPTION  
FROM HRS CHAPTER 103D**

TO: Chief Procurement Officer

FROM: Bill Conant  
*Name of Requesting Department*

*Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:*

<b>1. Describe the goods, services or construction:</b> Microsoft Exchange Online Subscription sold by authorized Microsoft Reseller. Subscription is for all MPD employees to have email delivered via the Azure Cloud.
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<b>2. Vendor/Contractor/Service Provider</b>	Hawaiian Breeze Solutions	<b>3. Amount of Request:</b>
<b>4. Term of Contract From:</b>	1/1/23	To: 30-Sep-23
		<b>5. Prior SPO-007, Procurement Exemption (PE):</b>

<b>6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:</b> HBS is the support vendor for this subscription and is able to access special support benefits by also providing the Subscription Licenses required. Two bids were received and HBS was selected for the reason provided here.
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<b>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</b>
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HBS was selected via RFP for email support services. This Purchase Request is a software renewal and can be done with RFQ. RFP is not needed and would be burdensome in the case of standardized products, like an email subscription service.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	e-mail address
Bill Conant	ITSD	808-270-7207	bill.conant@co.maui.hi.us
Mimi Esperanza	ITSD	808-270-1784	mimi.esperanza@co.maui.hi.us

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.  
I certify that the information provided above is, to the best of my knowledge, true and correct.**

  
 \_\_\_\_\_  
 Department Head Signature

12/5/22  
 \_\_\_\_\_  
 Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 12/19/22

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

Javed.Masuda@co.maui.hi.us

Chief Procurement Officer (CPO) Comments:

Approved for the term beginning January 1, 2023. The period of October through December 2022 is not covered under this exemption. Including it after the fact in this exemption is denied. Department is reminded that all purchases shall be made by purchase orders issued prior to the actual purchases, except when otherwise authorized by the finance director. Any employee who authorizes work to be done without proper authorization may be liable for the full amount and may be subject to discipline.

Approved

Disapproved

No Action Required

From 1/1/23

  
\_\_\_\_\_  
Chief Procurement Officer Signature

DEC 27 2022

\_\_\_\_\_  
Date

*J*

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